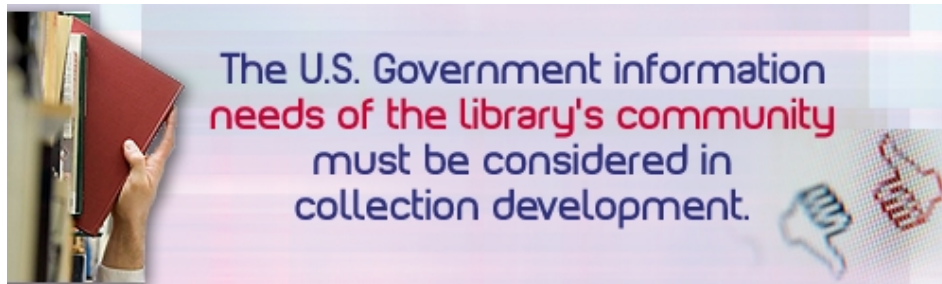# Review Your Collection and Item Selection Profile

Locate and review your library's collection development policy or policies.



Identify the depository selections, or item selection profile, currently made by your library through the **Item Lister**.

Libraries in the FDLP select publications for their collections by selecting "item numbers" instead of individual publications. The concept is similar to setting up a tailored standing order through commercial book suppliers, albeit with a slightly different approach. More detailed information about depository item numbers is in **Item Number System**.

Item numbers are detailed in the **List of Classes of United States Government Publications Available for Selection by Depository Libraries**. The List of Classes is arranged by Superintendent of Documents (SuDocs) classification and is designed to group together publications by the same government author. Other information provided includes publication formats and titles when available. Item numbers may cover individual titles or series produced by a Federal agency, or it may cover a broader range of materials produced by an agency, such as "Handbooks, Manuals, and Guides."

The library selection lists you will see on the Item Lister are arranged by item number and are used in conjunction with the List of Classes. Various types of lists can be generated in the Item Lister, including lists with your library's selections and non-selections.

When you review the item selections, look for 0556-C and 1004-E, which all libraries must select. These item numbers are used when the decision is made to distribute a title to all depository libraries. This happens when GPO anticipates the publication will be popular and requested by many library users or because of the widespread importance of the particular publication. Item 1004-E is used for Congressional materials while 0556-C is used for materials from executive and judicial branch agencies as well as GPO and other legislative branch agencies. Libraries must not drop either of these item numbers from their item selection profile. If these item numbers are dropped, your library will not receive the publications distributed by these item numbers and you should purchase or acquire these publications from other sources.

With a written government documents collection development policy in hand, you may review your library's profile for additions and deletions. When you are ready to make changes to your profile, you must log in to the **Amendment of Item Selections Form** using your library number and internal password. Use the form to drop item numbers at any time. Please note that additions to your item selection profile may only be made during the annual item selection update cycle. For more information on the update cycle and for more detailed instructions on how to make changes to your item selection profile, consult the article **Annual Item Selection Update Cycle Instructions.**

Review the **FDLP Basic Collection** to ensure that your library provides access to all titles in

this list. This is a program requirement, but note that how your library goes about providing access to these titles is a local decision.

Also consider the following depository collection development resources and desktop articles:

* **Suggested Core Collections by Library Type** (Federal Depository Library Handbook Appendix A)
* **Essential Titles List**
* **Passworded Databases**
* **Superseded List & Guidelines**
* **Substituting Electronic for Tangible Versions of Depository Publications**

A list of collection management tools is available in the **Collection Management** section of the FDLP Desktop.

Of note is the WEB Tech Notes application. This application supports the management of Federal depository library collections. Federal depository libraries can use the application to search, browse, and view updates to Superintendent of Documents classification numbers and List of Classes information. Use WEB Tech Notes to identify issues that affect your library's collections and materials and make the changes to the publications and associated catalog records as appropriate. An RSS feed is also available to keep users automatically informed of additions and modifications.

A frequently used non-GPO resource is **Documents Data Miner 2** (DDM2). Use DDM2 to search various FDLP resources, including the List of Classes, Shipping Lists, a shelf list, a MARC and URL locator, inactive/discontinued publications lists, the Superseded List, and library directory information. DDM2 includes various tools that allow you to work with the data in these resources in different ways.

To support your collection review, you may wish to learn more about **GPO Cataloging**.

* **Cataloging Guidelines**: The GPO Cataloging Guidelines outline the cataloging standards GPO catalogers follow.
* **An Explanation of the Superintendent of Documents Classification System**: This guide provides an overview of the call number or classification system used for depository materials. Even if your library does not use the SuDocs system, knowledge of the classification system is helpful when processing and managing depository resources (e.g., many regional library publication disposal processing procedures require the use of the SuDocs numbers).
* **GPO Classification Manual**: This publication outlines the current policies in effect for assigning SuDocs numbers.

If you find that the library's collection development policy related to U.S. Government information resource collection is outdated, please consider updating it a priority to review how the collection supports the U.S. Government information needs of your library community. Popular reference resources for this activity are:

* **Federal Depository Library Manual Supplement, Collection Development Guidelines for Selective Federal Depository Libraries, Sept. 1994**. (The Manual was replaced by the Handbook; however, this guidance in this Manual Supplement remains very useful as a separate publication specific to collection development).
* Non-GPO resource **ALA GODORT Government Information Clearinghouse & Handout Exchange**. This resource has sample collection development policies for your review.

Next **Communicating Within the FDLP**